

CRIME VICTIM'S REPARATIONS CLAIM FORM INSTRUCTIONS

In order to process your claim for compensation the following information is needed:

1. The claim for compensation form must be thoroughly and accurately completed.
2. The signature on the compensation form **must be notarized**.
3. The Financial Resource form must be thoroughly and accurately completed with the person signing the claim's resources.
4. Itemized copies of all medical bills relating to the incident.
5. Itemized copy of the funeral bill and a copy of the death certificate.
6. If loss of wages is claimed, the following must be submitted:
 - A. Copy of the doctor's release stating the exact date you were able to return to work
 - B. Copies of three payroll stubs from just prior to incident
 - C. Statement from your employer providing:
 - (1) Your hourly wage
 - (2) Number of hours you worked each week
 - (3) Dates of work you missed due to the incident
 - (4) Any type of compensation you received, (i.e. - sick leave, vacation, unemployment, etc.)
 - D. If you are self-employed, a copy of the previous year's income tax return

To expedite the processing of your claim, be sure to submit the required information listed above. When all the necessary information is received, your claim will be investigated and then brought before the Hearing Officer for a decision. You will be notified by mail of the Hearing Officer's decision.

You are responsible to contact service providers and notify them that you have filed a claim with the Crime Victim's Reparations program.

Please note: **You are still responsible for bills relating to the incident.** If you make payments on the bills and if your claim is approved you may be reimbursed.

If you have problems contact our office at (402) 471-2828 or the victim assistance program in your area.

If you have a change of address, **you must notify** the Crime Victim's Reparations program at (402) 471-2194 or write P.O. Box 94946, Lincoln, Nebraska 68509-4946.

Please note: Any person who knowingly makes a false claim shall be guilty of a Class I misdemeanor.

If at any time you have a question, please contact Pat Dessel at (402) 471-2828.